



Job Description: Livingston/Oakland Field Representative

The Field Representative will have primary responsibility for representing the Member when she is out of the area, building relationships with constituents and community leaders on her behalf, maintaining the office profile in their assigned counties, staffing special events in their assigned county and other parts of the district as needed. The Field Representative also will build meetings and events for the Congresswoman and will staff her when she is in the district.

The Field Representative will report to the District Director.

Interested candidates should submit a resume with two professional references, a cover letter, and one writing sample of 1,000 words to "jobs.mi08@mail.house.gov".

Responsibilities of the Role:

- Ensure outreach efforts align with the District Director and Member's strategic vision and goals.
- Act as a liaison with federal, district, and local agencies for the Member and constituents.
- Serve as a representative for the Member at events in the district as determined by the District Director, sometimes on evening and weekends.
- Coordinate closely with the District Director and D.C. staff to ensure district priorities are reflected in legislative priorities.
- Build and maintain relationships with constituents and key community leaders.
- Inform the District Director and the Member of up-and-coming issues in the district.
- Communicate with the Washington, D.C. office for constituent services and correspondence, legislative updates and other special requests.
- Some supervisory duties of interns

Candidate Qualifications:

- Experience developing a community relations strategy for a Member of Congress, elected official, or agency

- Strong decision-making skills
- Expertise in developing and maintaining relationships with constituents and community leaders, particularly in Oakland and Livingston counties
- Politically savvy and comfortable navigating nuanced situations
- Strong written and verbal communication skills, including public speaking skills
- Bachelor's degree or related job experience
- A demonstrated interest in public service

The Office of U.S. Representative Elissa Slotkin is an equal opportunity employer. All applicants will be considered without regard to race, color, religion, sex (including marital or parental status), sexual orientation, gender identity, disability, age, or national origin.